

ADU PURCHASE PRE SCREENING

Your answers to the screening questions below will determine whether you are eligible to apply for the ADU Purchase Program. **Spouses must apply as Applicant and Co-Applicant. All applicants must provide proof they have established credit. Both must be Citizens or Permanent Residents of the United States (2 Year Temporary Green Cards are not acceptable). Both must have a FICO credit score.**

1. Income and Family Size

Refer to Income Chart Below:

Family Size: ____ (Family Size includes adults and children who will be living in the home to be purchased.)

Total **Gross** Income from All Sources (for all household members age 18 or over except as indicated below): _____
(Income includes the following: full-time, part-time jobs, overtime, shift differentials, child support, alimony etc.)

Please be advised that you will be required to document all sources of income at application with Verification of Employment Form, paystubs, proof of receipt of child support and stipend/allowance, if received, for the most recent three months and documentation of any other income received. Household members (except applicant and co-applicant) 18 years and older who are full-time students (12 credits or more) will not include their income since income for full-time students is not counted for the ADU Purchase Program. If you are self-employed, please be advised that you must be self-employed for an entire year and filed tax returns on the full year of self-employment. For example: Applicant's self-employment started on January 1, 2011 and you are still self-employed. Your 2011 Federal Tax Return would reflect an entire year of self-employment since you started the self-employment January 1, 2011 and you were self-employed the entire year of 2011. If you filed a "Schedule C" on your most recent Federal Tax Return, the dollar amount of net profit from your previous year's tax return (line 31 on "Schedule C") plus the dollar amounts in the expenses for "Depreciation" and "Expenses for Business Use of Home" will determine your annual income from self-employment for the current year.

The Chart below indicates Family Size across the top of the chart and the minimum (30%) and the maximum (70%) income guidelines along the side of the chart. For example, if you are a three person household, you must make at least \$28,900 (30%), but not more than \$67,400 (70%).

(HUD Effective December 18, 2013)

% of Median Income	1 Person Household	2 Person Household	3 Person Household	4 Person Household	5 Person Household	6 Person Household	7 Person Household	8 Person Household
30%	\$22,500	\$25,700	\$28,900	\$32,100	\$34,700	\$37,250	\$39,850	\$42,400
70%	\$52,450	\$59,900	\$67,400	\$74,900	\$80,900	\$86,900	\$92,900	\$98,900

Attention: If you are not income eligible based upon family size according to the chart above, **do not proceed further. You are not eligible for the ADU Purchase Program**

2. Do all members of the household have Legal Presence?

Yes or No

The following is a list of legal presence:

Must Have One of the following:

- U.S. Passport or U.S. Passport Card
- Permanent Resident Card or "Green Card"
- Certificate of Birth abroad issued by the Department of State (Form DS-1350);
- Certification of Report of Birth issued by the Department of State (Form DS-1350);
- Original or certified copy of a birth certificate issued by a State, County, Municipal authority or territory of the U.S. bearing an official seal;
- Native American tribal document;
- U.S. Citizen ID Card.

AND

Must Have One of the following:

- Driver's license or ID card issued with a photograph issued by a State;
- School ID card with a photograph;
- Voter Registration Card;
- U.S. Military Card or Draft Record.

Please be advised you will be required to document your proof of legal presence at application.

Attention: If you answered "NO" to the question #2 above, do not proceed further. You are not eligible for the ADU Purchase Program

3. Homeownership: Do you currently own a home anywhere? **Yes or No**

Attention: If you answered "Yes" to the question #3 above, do not proceed further. You are not eligible for the ADU Purchase Program

4. Have you owned a home anywhere in the last three years?

Yes or No

5. **If Yes, have you owned a home with a spouse and you are now divorced/widowed and you no longer have a legal (property sold or deeded to former spouse) or monetary (mortgage) interest in the property?**

Yes or No

Attention: If you answered "No" to the question #5 above, do not proceed further. You are not eligible for the ADU Purchase Program

6. **Marital Status** (Please circle one): **Never Married, Married, Separated, Divorced, Widow.**

For separated or divorced applicants, you will be required to document your marital status. You must have a Formal Separation Agreement or a Divorce Decree.

Attention: If you meet the eligibility requirements from the questions above, the Applicant and Co-Applicant (if applicable) must go to www.myfico.com (We will not accept a Score Watch credit score from this website) to print a copy of a *credit report* and *Fico Credit Score*.

7. Obtain a Fico Credit Score and a Credit Report from www.myfico.com. Either the Applicant or the Co-Applicant (if applicable) must have a minimum Fico Credit Score of **620** to meet the eligibility requirement.

Attention: If the Applicant or the Co-Applicant does not have a 620 Fico Credit Score or higher, do not proceed further, you are not eligible for the ADU Purchase Program

- 8. Obtain a mortgage loan pre-approval letter from a lender. Indicate Lender Name and dollar amount of the pre-approval.**

Attention: If you believe you are program eligible based upon your answers to the questions above, print the ADU Program Checklist and gather all of the

**paperwork on this checklist prior to completing the “On-Line Application”.
You will need all of the paperwork on the ADU Program Checklist to complete
the “On-Line Application”.**